

P O Box 944210, Sacramento, CA 94244-2100 TDD (916) 322-1700 Telephone (916) 322-3350 www.rn.ca.gov



Ruth Ann Terry, MPH, RN Executive Officer

CALIFORNIA BOARD OF REGISTERED NURSING GENERAL INSTRUCTIONS AND APPLICATION REQUIREMENTS REGARDING CLINICAL NURSE SPECIALIST (CNS) CERTIFICATION

GENERAL INSTRUCTIONS

I. General Application Requirements

Clinical Nurse Specialist certification eligibility requires the possession of a current, clear and active California RN license. The following must be submitted to the Board of Registered Nursing for Clinical Nurse Specialist certification purposes:

- A completed Clinical Nurse Specialist Certification Application form (Pages 7 & 8).
- 2. Clinical Nurse Specialist certification fee of \$75.00.
- 3. One recent 2" x 2" passport type photograph.
- 4. Required documentation to determine certification eligibility. Please refer to the application requirements for Clinical Nurse Specialist certification (Pages 4, 5 & 6) and select the appropriate method by which to qualify.

If you do not possess a current, clear and active California RN license and have never applied for a California RN license, an Application for California RN Licensure by Endorsement must also be submitted. If you have had a permanent California RN license, you must renew/reactivate the California RN license.

Clinical Nurse Specialist application fee is an earned fee; therefore, when an applicant is found ineligible the application fee is not refunded. Processing times for certification may vary, depending on the receipt of documentation from academic programs, associations/national organizations or evaluators. Processing a Clinical Nurse Specialist certification application indicating a conviction(s), disciplinary action(s) and/or voluntary surrender(s) may take longer. A pending application file is not a public record; therefore, an applicant must sign a release of information before the Board of Registered Nursing will release information to the public, including employers, relatives or other third parties. Once you are certified, your address of record must be disclosed to the public upon request. All requests for information are mandatory.

GENERAL INSTRUCTIONS (CONT'D)

II. Name and/or Address Changes

California Code of Regulations, Section 1409.1 requires that you notify the Board of Registered Nursing of all name and address changes within thirty (30) days of any change. You may call the Board of Registered Nursing regarding the change of address of record. If you have changed your name, please submit a letter of explanation regarding the requested name change plus applicable documentation such as a copy of a marriage certificate, divorce decree or a driver's license.

III. Social Security Number

Disclosure of your social security number is mandatory. Section 30 of the Business and Professions Code and Public Law 94-455 (42 USCA 405(c)(2)(C)) authorize collection of your social security number. Your social security number will be used exclusively for tax enforcement purposes, for purposes of compliance with any judgment or order for family support in accordance with Section 11350.6 of the Welfare and Institutions Code, or for verification of licensure, certification or examination status by a licensing or examination entity which utilizes a national examination and where licensure is reciprocal with the requesting state. If you fail to disclose your social security number, your application for initial or renewal of licensure/certification will not be processed. You will be reported to the Franchise Tax Board, who may assess a \$100 penalty against you.

IV. Reporting ALL Conviction(s), Discipline(s) and/or Voluntary Surrender(s) Against Licenses/Certificates

Applicants are required under law to report <u>ALL</u> misdemeanor and felony convictions. "Driving under the influence" convictions <u>must</u> be reported. Conviction(s) <u>must</u> be reported even if they have been expunged under Penal Code Section 1203.4 or even if a court ordered diversion program has been completed under the Penal Code or under Article 5 of the Vehicle Code. Also, all disciplinary action(s) and/or voluntary surrender(s) against an applicant's clinical nurse specialist, registered nurse, practical nurse, vocational nurse or other professional license/certificate must be reported.

Failure to report prior conviction(s), disciplinary action(s) and/or voluntary surrender(s) is considered falsification of application and is grounds for denial of licensure/certification or revocation of license/certificate.

When reporting prior conviction(s), disciplinary action(s) and/or voluntary surrender(s), **applicants are required to provide a full written explanation of:** circumstances surrounding the arrest(s), conviction(s), disciplinary action(s) and/or voluntary surrender(s); the date of incident(s), conviction(s), disciplinary action(s) and/or voluntary surrender(s); specific violation(s) (cite section of law, if convicted), court location or jurisdiction, sanctions or penalties imposed and completion dates. Certified copies of court documents or state board determinations/decisions should also be included.

GENERAL INSTRUCTIONS (CONT'D)

NOTE: A certified copy of the arrest report may also be requested. <u>Applicants must also submit a description of the rehabilitative changes in their lifestyle which would enable them to avoid future occurrences</u>.

To make a determination in these cases, the Board of Registered Nursing considers the nature and severity of the offense, additional subsequent acts, recency of acts or crimes, compliance with court sanctions and evidence of rehabilitation.

The burden of proof lies with the applicant to demonstrate acceptable documented evidence of rehabilitation. Examples of rehabilitation evidence include, but are not limited to:

- Recent dated letter from applicant describing rehabilitative efforts or changes in life to prevent future problems.
- Letters of reference on official letterhead from employers, nursing instructors, health professionals, professional counselors, parole or probation officers, or other individuals in positions of authority who are knowledgeable about your rehabilitation efforts.
- Letters from recognized recovery programs and/or counselors attesting to current sobriety and length of time of sobriety, if there is a history of alcohol or drug abuse.
- Proof of community work, schooling, self-improvement efforts.
- Court-issued certificate of rehabilitation or evidence of expungement, proof of compliance with criminal probation or parole, and orders of the court.

All of the above items should be mailed <u>directly</u> to the Board of Registered Nursing by the individual(s) or agency who is providing information about the applicant. Have these items sent to the Board of Registered Nursing, Licensing Unit – Advanced Practice Certification (CNS), P.O. Box 944210, Sacramento, CA 94244-2100.

It is the responsibility of the applicant to provide sufficient rehabilitation evidence on a timely basis so that a certification determination can be made.

An applicant is also required to immediately report, in writing, to the Board of Registered Nursing any conviction(s), disciplinary action(s) and/or voluntary surrender(s) which occur between the date the application was filed and the date that a California Clinical Nurse Specialist certificate is issued. Failure to report this information is grounds for denial of licensure/certification or revocation of license/certificate.

NOTE: The application must be completed and signed by the applicant under penalty of perjury.

GENERAL INSTRUCTIONS (CONT'D)

V. Address Information

The Board of Registered Nursing's mailing address is:

Advanced Practice Unit – CNS Certification Board of Registered Nursing P. O. Box 944210, Sacramento, CA 94244-2100

The Board of Registered Nursing's street address for overnight mail is:

Advanced Practice Unit – CNS Certification Board of Registered Nursing 400 R Street, Suite 4030, Sacramento, CA 95814-6239

VI. California Nursing Practice Act

California statutes and regulations pertaining to Registered Nurses/Clinical Nurse Specialists may be obtained by contacting:

Procurement Publications Section California Department of General Services P. O. Box 1015, North Highlands, CA 95660

Document Number: 7540-957-1108-5 Fee: \$9.95

Telephone Number: (916) 928-4630 - No Telephone Orders Accepted

(Above Information Subject to Change)

APPLICATION REQUIREMENTS FOR CLINICAL NURSE SPECIALIST (CNS) CERTIFICATION

METHOD ONE

Successful completion of a master's program with a clinical field of nursing which conforms with the standards set forth in the California Business and Professions Code Section 2838.2.

Documentation submitted <u>directly</u> to the Board of Registered Nursing:

- 1. Verification of the Completion of a Master's Degree in a Clinical Field of Nursing or Clinical Field Related to Nursing <u>form</u> submitted by the academic program. (Page 9)
- 2. Official transcripts for the completed master's program in a clinical field of nursing submitted by the academic program.
- Verification of Clinical Nurse Specialist Clinical Experience <u>form</u> submitted by a valid verifier. (Page 11)

APPLICATION REQUIREMENTS FOR CLINICAL NURSE SPECIALIST (CNS) CERTIFICATION (CONT'D)

METHOD TWO

Certification by a national organization/association whose standards are equivalent to those set forth in the California Business and Professions Code Section 2838.2.

Documentation submitted directly to the Board of Registered Nursing:

- 1. Verification of the Completion of a Master's Degree in a Clinical Field of Nursing or Clinical Field Related to Nursing form submitted by the academic program. (Page 9)
- **2.** Official transcripts for the completed master's program in a clinical field of nursing or clinical field related to nursing submitted by the academic program.
- Verification of Clinical Nurse Specialist Certification by a National Organization/Association form submitted by the national organization/association. (Page 10)

Listed below are the national organization/associations that have met the Clinical Nurse Specialist certification requirements that are equivalent to the Board's standards for Clinical Nurse Specialist certification as defined in California Business and Professions Code Section 2838.2. A clinical nurse specialist (CNS) is a registered nurse with advanced education, who participates in expert clinical practice, education, research, consultation, and clinical leadership as the major components of his or her role.

American Association of Critical-Care Nurses

101 Columbia, Aliso Viejo, CA 92656-1491 (800) 899-2226 http://www.aacn.org

American Nurses Association - American Nurses Credentialing Center (ANCC) 600 Maryland Ave., SW, Suite 100 West, Washington, DC 20024-2571 (800) 284-2378

http://www.nursingworld.org/ancc

Oncology Nursing Certification Corporation

501 Holiday Dr., Pittsburgh, PA 15220-2749 (412) 928-8597 http://www.oncc.org

(Above Information Subject to Change)

METHOD THREE

California Business and Professions Code Section 2838.2 defines a clinical nurse specialist (CNS) as a registered nurse with advanced education, who participates in expert clinical practice, education, research, consultation, and clinical leadership as the major components of his or her role.

All documentation submitted to the Board of Registered Nursing is for the purpose of validating your eligibility for clinical nurse specialist certification. Since your master's degree is related to nursing, you may qualify if you are able to demonstrate graduate course work in advanced nursing in the areas of expert clinical practice, consultation, clinical leadership, research and education. If your master's degree content included education, research and consultation content that is equivalent to a master's degree in a nursing curriculum, those courses may be listed.

APPLICATION REQUIREMENTS FOR CLINICAL NURSE SPECIALIST (CNS) CERTIFICATION (CONT'D)

METHOD THREE (Cont'd)

The Verification of Required Advanced Nursing Component Areas to Meet the Requirements for Clinical Nurse Specialist (CNS) Certification <u>form</u> (Page 12) should be used to validate your advanced nursing competencies identified in the related courses for the advanced nursing education and practice. Please refer to Page 13 for an example of a completed form to evidence the course work validation for the five (5) advanced nursing component areas.

Documentation submitted <u>directly</u> to the Board of Registered Nursing:

- 1. Verification of the Completion of a Master's Degree in a Clinical Field of Nursing or Clinical Field Related to Nursing <u>form</u> submitted by the academic program. (Page 9)
- **2.** Official transcripts for the completed master's program in a clinical field related to nursing submitted by the academic program.
- 3. Verification of Clinical Nurse Specialist Clinical Experience form submitted by a valid verifier. (Page 11) A valid verifier of CNS clinical experience is one who is knowledgeable about the CNS's roles and must have observed you performing the roles for the five (5) advanced nursing component areas. The person who has observed you only in your advanced practice setting in a field related to nursing (where you did not carry out the advanced nursing role) is not a valid verifier.
- **4.** Submission of the Method 3 Verification of Required Advanced Nursing Component Areas to Meet the Requirements for Clinical Nurse Specialist Certification <u>form</u> to detail the required five (5) advanced nursing component areas. (Page 12) Please refer to an example of a completed verification form. (Page 13)
- **5.** Curriculum and course descriptions for the completed master's level course work in advanced nursing with accompanying official transcripts or certificate of completion.

A. PERSONAL DATA (Please print or type):



BOARD OF REGISTERED NURSING

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APPLICATION FOR CLINICAL NURSE SPECIALIST (CNS) CERTIFICATION APPLICATION FEE - \$75.00

Name:			Previous Names (Including Maiden Name):
(Last) (First)		(Middle)	
Address of Record:		,	Date of Birth:
(Number & Street)			(Month) (Day) (Year)
,			Social Security Number (Mandatory):
(City) (State)		(Zip Code)	
Telephone Number:			Mother's Maiden Name:
Home () Work (B. RN LICENSURE/CLINICAL NURSE SF) DECIALISE	CERTIFICAT	FIONI-
B. RN LICENSURE/CLINICAL NURSE SF	ECIALIST	CERTIFICAT	HON:
California RN License Number:		Date Issued:	
List ALL States Where You Hold/Held a	n RN Licen		LL States Where You Hold/Held a Clinical
and Status:		Nurse	Specialist License/Certificate and Status:
Original State of RN Licensure:		<u> </u>	
RN License Number:	Date Iss		Expiration Date:
Original State of Clinical Nurse Speciali			
Clinical Nurse Specialist Certificate Nun C. RN EDUCATION:	nber:	Date	e Issued: Expiration Date:
Name of Professional Registered Nursir	na	Location:	
Program:	19	Location.	
			(City) (State or Country)
Type of RN Program:	Entra	ince Date:	Graduation/Completion Date:
ADN DIP BSN MSN			
	L FIELD O	F NURSING/	CLINICAL FIELD RELATED TO NURSING:
Name of Master's Degree Academic Pr		Location:	
G	· ·		
			(City) (State or Country)
Area of Specialization/Clinical Field:	Entrance	e Date:	Graduation/Completion Date:

E. CLINICAL NURSE SPECIALIST PROFESSIONAL		•
Name of National Organization/Association:	Original Date of Certification	on:
Area of Specialization:		
Certification Number:	Current Renewal/Recertific	ation Cycle Dates:
Method of Certification: Examinatio	n Other (Please	Explain)
F. BACKGROUND INFORMATION:		
I. Have you ever applied for a Clinical Nurse Specia	list certificate in California?	Yes No
If yes: Name at Time of Application:	Date Submitted:	
II. Have you ever been issued a Clinical Nurse Special If yes: STOP. DO NOT CONTINUE. Please conshould reapply or file a petition for reinstatem Specialist certification.	ontact the Board regarding whet	•
III. Have you ever been convicted of ANY offense other of the second of	ne General Instructions – Sect en expunged under Penal Code ted under the Penal Code or Arti ing under the influence, injury to p The definition of conviction in contest), as well as pleas or ver	Section cle 5 of persons includes clicts of
IV. Have you ever had a health-care related license suspended, placed on probation or otherwise disc way? If yes, please explain fully as described in the General	ciplined or voluntarily surrendered	
V. Have you ever had a professional or vocational suspended, placed on probation or otherwise disc way? If yes, please explain fully as described in the General suspension of the suspension o	license/certificate to practice reciplined or voluntarily surrendered	
I understand that I am required to report immediately to the C that occurs between the date of this application and the date also required to report to the California Board of Registered Nu health-care related license/certificate that occurs between the Specialist certificate is issued. I understand that failure to do action against my license/certificate.	alifornia Board of Registered Nursing that a California Clinical Nurse Spursing ANY disciplinary action and/or the date of this application and the da	ecialist certificate is issued. I am voluntary surrender against ANY te that a California Clinical Nurse
I certify, under penalty of perjury under the laws of the Star application for Clinical Nurse Specialist certification is true, c information is grounds for denial of licensure/certification or lic	orrect and complete. Providing fals	e information or omitting required
SIGNATURE OF APPLICANT:		NOTE:
DATE:		PLEASE TAPE A
	ge 8	RECENT 2" x2" PASSPORT SIZE PHOTOGRAPH



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VERIFICATION OF THE COMPLETION OF A MASTER'S DEGREE IN A CLINICAL FIELD OF NURSING OR CLINICAL FIELD RELATED TO NURSING (CNS)

A. TO BE COMPLETED BY APPLICANT: Please complete Section A and forward to the program director/representative

for the master's level academic program for completion. Official master's degree status conferred and must be sent directly to the Bo Office. A processing fee may be required for the submission of the off	pard of Registered Nursing by the Registrar's Office/Transcript
Name:	Previous Names (Including Maiden Name):
(Last) (First) (Middle)	
Address of Record:	Date of Birth:
(Number & Street)	(Month) (Day) (Year)
	Social Security Number (Mandatory):
(City) (State) (Zip Code)	
Telephone Number:	California RN License Number:
Home () Work ()	Expiration Date:
Name of Master's Level Academic Program:	
Entrance and Completion Dates:	Clinical Field:
Signature of Applicant:	Date:
B. TO BE COMPLETED BY THE PROGRAM DIRECTLY ACADEMIC PROGRAM: Please complete Part B. regarding	
Nursing.	ng the above named applicant and return to the Board of Registered
	Telephone Number:
Nursing.	
Nursing. Name of Master's Academic Program:	
Nursing. Name of Master's Academic Program: Address:	Telephone Number:
Nursing. Name of Master's Academic Program: Address: (Number & Street) (City)	Telephone Number:
Nursing. Name of Master's Academic Program: Address: (Number & Street) (City) Clinical Field of Master's Program: Entrance and Completion Dates: From:	Telephone Number: () (State) (Zip Code) To:
Nursing. Name of Master's Academic Program: Address: (Number & Street) (City) Clinical Field of Master's Program: Entrance and Completion Dates: From: (Month)	(State) (Zip Code) To: (Day) (Year) (Month) (Day) (Year) regarding the completion of the master's degree in a
Name of Master's Academic Program: Address: (Number & Street) (City) Clinical Field of Master's Program: Entrance and Completion Dates: From: (Month) Date Master's Degree Status Conferred: I certify under penalty of perjury that the documentation	(State) (Zip Code) To: (Day) (Year) (Month) (Day) (Year) regarding the completion of the master's degree in a gram for the above named applicant is true and correct.



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VERIFICATION OF CLINICAL NURSE SPECIALIST (CNS) CERTIFICATION BY A NATIONAL ORGANIZATION/ASSOCIATION METHOD 2

A. IO BE COMPLETED BY APPLICANT: Please organization/association to verify your Clinical Nurse Specialist organization/association for the processing of the verification.	t certification status. A fee is required by the national
Name:	Previous Names (Including Maiden Name):
(Last) (First) (Middle)	Data (Did
Address of Record:	Date of Birth:
(Number & Street)	(Month) (Day) (Year)
	Social Security Number (Mandatory):
(City) (State) (Zip Code)	
Telephone Number:	California RN License Number:
Home () Work ()	Expiration Date:
Name of Academic Program:	
Entrance and Completion Dates:	Clinical Field:
Signature of Applicant:	Date:
B. TO BE COMPLETED BY THE CERTIFYING Please complete Part B regarding the above named applicant and	
Name of Certifying National Organization/Association:	Telephone Number:
	()
Address:	Method of Certification:
(Number & Street) (City) (State)	(Zip Code)
Certificate Number:	Original Date of Certification:
Current Renewal Cycle Dates for Certification/Recertif	ication: To:
(If not applicable, please explain.)	(Month) (Year) (Month) (Year)
Clinical Nurse Specialist Specialty/Clinical Field:	
I certify under penalty of perjury that the documentation status for the above named applicant is true and correct.	n regarding the Clinical Nurse Specialist certification
Signature:	Date:
Title: Telephone Num	(05510141 0541)



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VERIFICATION OF CLINICAL NURSE SPECIALIST (CNS) CLINICAL EXPERIENCE

A. TO BE COMPLETED BY APPLICANT: Please complete Part A and submit to the appropriate verifier to evidence			
your clinical experience for the five nursin	g component areas. P	ease print or type.	
Name:		Telephone Number:	
(Last) (F	First) (Middle	Home: () Work: (
Social Security Number (Mandatory):	,	California RN License Number:	
•			
Part B and return the completed form to who is knowledgeable about the CNS's	the Board of Register roles and must have who has observed	CLINICAL NURSING EXPERIENCE: Please complete do Nursing. A valid verifier of CNS clinical experience is one bserved you performing the roles for the five (5) advanced you only in your advanced practice setting in a field and nursing role) is not a valid verifier.	
Name of Verifier & Credentials:		Telephone Number: ()	
Position:			
Address:			
(Number & Street)	(C	y) (State) (Zip Code)	
Licensed By:	License Number:	Expiration Date:	
Location of Clinical Nursing Experience: _	(Name of Agency or Inst	ution) (Address)	
Professional Relationship to Applicant:			
From: To:	((Month) (Day) (Applicant's Clinical Specialty:	
Please place a check mark (<) in the appropriate square(s) to indicate the following advanced nursing component area(s) in which the above named applicant has participated for the above specified period of time:			
☐ Expert Clinical Nursing Practice – Works with the staff to provide improved clinical care; assesses and intervenes in complex health care problems within the selected clinical specialty; management of client populations; mentor/preceptor for students.			
■ Education – Staff development; formal/informal classes; coaching; precepting; teaching in-services; community education; development of program materials; presentations.			
Research – Utilizes quality improvement as a basis for nursing care decision making process; stays abreast of current literature in clinical specialty; critical analysis of data; product evaluation; initiates research studies or publishes.			
☐ Consultation – Provides clinical expertise and recommendations to physicians, other health care providers, insurance companies, patients and/or health organizations; review of standards and evaluation of policy and procedures for clinical practice; development of critical pathways or maps; internal (within the unit) and external (between units/agencies).			
☐ Clinical Leadership – Professional involvement and development/participation in professional organizations; facilitating goal setting and achievement; serves as a change agent; leadership role in committees and nursing presentations; participation in setting and developing standards; publishing.			
I certify under penalty of perjury that the verification of clinical nurse specialist clinical experience for the specified period for the above named applicant is true and correct.			
Signature:		Date:	

METHOD 3

VERIFICATION OF REQUIRED ADVANCED NURSING COMPONENT AREAS TO MEET THE REQUIREMENTS FOR CLINICAL NURSE SPECIALIST (CNS) CERTIFICATION**

On the form provided below, please list the **graduate level advanced nursing courses** you have successfully completed to satisfy the required five (5) advanced nursing component areas. Please refer to the following list of the five (5) required advanced nursing component areas:

1) Expert Clinical Nursing Practice 2) Education 3) Research 4) Consultation 5) Clinical Leadership

It is essential that you evidence completion of **each of the five (5) advanced nursing component areas** in order that the Board of Registered Nursing will have sufficient information/documentation to evaluate your eligibility for Clinical Nurse Specialist certification in California. The format below may be used and you may duplicate the form as necessary. For specific clarification regarding the standards for a Clinical Nurse Specialist please refer to the Business and Professions Code Section 2838.2.

Component Area	Component Area Completed (Course Name, Course Number, Entrance & Completion Dates)	Name of Component Provider/Academic Program	Credit

^{**} Documentation (official transcripts, course descriptions, curriculum information, etc.) must be submitted to verify successful completion and content of each required advanced nursing component area.

METHOD 3

VERIFICATION OF REQUIRED ADVANCED NURSING COMPONENT AREAS TO MEET THE REQUIREMENTS FOR CLINICAL NURSE SPECIALIST (CNS) CERTIFICATION**

On the form provided below, please list the **graduate level advanced nursing courses** you have successfully completed to satisfy the required five (5) advanced nursing component areas. Please refer to the following list of the five (5) required advanced nursing component areas:

1) Expert Clinical Nursing Practice 2) Education 3) Research 4) Consultation 5) Clinical Leadership

It is essential that you evidence completion of each of the five (5) advanced nursing component areas in order that the Board of Registered Nursing will have sufficient information/documentation to evaluate your eligibility for Clinical Nurse Specialist certification in California. The format below may be used and you may duplicate the form as necessary. For specific clarification regarding the standards for a Clinical Nurse Specialist please/refer to the Business and Professions Code Section 2838.2.

Component	Component Area Completed	Name of Component	Credit
Area	(Course Name, Course Number, Entrance & Completion Dates)	Provider/Academic Program	
Expert Clinical Practice (1)	Advanced Pathophysiology for Advanced Practice Nursing Nursing 510 – Spring Semester, 1997	CSU – Waterford Post–Graduate Nursing Program	3
Expert Clinical Practice (1)	Advanced Pharmacology for Advanced Nursing Practice Nursing 520 – Spring Semester, 1997	CSU – Waterford Post-Graduate Nursing Program	3
Expert Clinical Practice (1)	Advanced Physical Assessment for Advanced Practice Nurses Nursing 530 – Fall Semester, 1997	CSU – Waterford Graduate Nursing Program	3
Education (2)	Independent Study (Staff Development Project at Clinical Agency) Nursing 590 – Fall Semester, 1997	CSU – Waterford Graduate Nursing Program	2
Expert Clinical Practice (1)	Psychiatric-Mental Health Clinical Studies for Advanced Practice Nursing I Nursing 688A – Spring Semester, 1998	CSU – Waterford Graduate Nursing Program	4

^{**} Documentation (official transcripts, course descriptions, curriculum information, etc.) must be submitted to verify successful completion and content of each required advanced nursing component area.